

Kec. Mgmt - 1
DDP
9 June 1961

MEMORANDUM FOR: Chiefs, CS Staffs and Divisions

SUBJECT : Annual Report -- Records Management in the CS

REFERENCES : A. COPS Memorandum of 31 May 1960 to Chiefs,
CS Staffs and Divisions, same subject

B. Chapter III,

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1. The results of the second annual inventory of classified materials required by Chapter III of the CS Records Handbook should be submitted to the DDP/RMO by 1 July 1961. Although we require more detail than formerly, the inventory as such should not be burdensome since it was requested directly from the respective RMOs in January of this year and, in some cases, has been completed.

2. An executive management problem of some significance emerges from our records inventory experience of last year and from those few current inventories which have been completed. This is simply that these inventories come to be little more than a compilation of totals--a paper exercise which has to be repeated annually--with no effect upon the problems which they depict and represent. In order to make them meaningful and really attack the problems of excessive paper and consequent disorder, vigorous intercession by Staff and Division Chiefs is required. Using the records inventory requested herein as a starting point, the first step is to direct the disposition of all material identified as superfluous to your needs and eliminate duplicate records collections which will not be needed in the better planned space in the new building. The second necessary step is to schedule and control your remaining records by logical groupings or file series in order to provide for orderly retirement and to hold the line thereafter. Your Records Management Officer has all the guidance, policy, and procedures required to accomplish these steps and needs only your direct and unqualified support.

3. As you know, we will be moving into the new building later this year and you are undoubtedly aware that the moving and proper disposition of our records is a chore of real dimensions. It is also an unparalleled opportunity to apply some management to our records by planning in very specific terms just what records and how many we really need to take along. As a third step in the inventory sequence therefore, may I ask that you direct your Records Management Officers to review the moving plans with this objective in mind and prepare appropriate recommendations for your approval.

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Richard Helms
Chief of Operations, DD/P